



BUILDING AND SAFETY DIVISION

Special/Deputy Inspector

505 S. GAREY AVE.
POMONA, CA 91769

Name of Inspector: _____
Mailing Address: _____
Contact Phone Number: _____ Laboratory/Shop Name: _____

Supervisor/Employer: _____
Mailing Address: _____
Contact Phone Number: _____

FIELDS CERTIFIED IN:

- | | | |
|--|------------------------|----------------|
| <input type="checkbox"/> Reinforced Concrete & Masonry | Certification #: _____ | Expires: _____ |
| <input type="checkbox"/> Masonry Only | Certification #: _____ | Expires: _____ |
| <input type="checkbox"/> Structural Steel | Certification #: _____ | Expires: _____ |
| <input type="checkbox"/> Welding | Certification #: _____ | Expires: _____ |
| <input type="checkbox"/> ICC Certificate | Certification #: _____ | Expires: _____ |
| <input type="checkbox"/> Other | Certification #: _____ | Expires: _____ |

JOB ADDRESS TO BE INSPECTED IN CITY:

Inspections performing: _____

Tract #: _____ Permit Number: _____
Length of Inspection: _____

I certify that the information given above is correct and further state that I am a Certified Inspector capable of furnishing continuous inspection in the fields checked above in accordance with Section 306 (a) of the Uniform Building Code.

Print Name

Signature

Date

BUILDING DEPARTMENT USE ONLY

Information Taken By: _____

Date: _____



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Permit Number: _____

Project Name/Address: _____

Inspection Type(s)/Coverage: _____

Continuous

Periodic

Time inspections Began: _____ Time Inspection Ended: _____

Describe inspections and/or tests made, including locations:

List items requiring correction, include previously listed uncorrected items:

List changes to approved plans: authorized by Architect, Engineer and/or City of Pomona:

To the best of my knowledge, work inspected was in accordance with the Building & Safety Division's approved plans, specifications, and applicable workmanship provision of the U.B.C except as noted above.

Signed: _____ Date: _____

Print Full Name: _____ City I.D. Number: _____



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Special Inspector's Certification of Compliance

To The Building Official:

I hereby certify that the following portions of the work at the above address which required continuous inspection, and which I was employed to inspect, were inspected by me and comply with the provisions of the Building Code applicable thereto. Based upon approved plans, specifications, and the applicable workmanship provisions of the Uniform Building Code.

TYPE OF INSPECTION

Please Circle One

Slump/cylinders	Rebar Placement	Tendon Placement
Welding/Structural Steel	Concrete Placement	Shot Crete
High-Strength Bolts	Precast/Post Tensioned	Concrete Masonry
Spray-Applied/Fire Proof.	Nondestructive Testing (NDT)	Other

Offsite Fabricator (if any):

Description and location of work completed:

I had sufficient time to inspect all materials used and placed. I was not employed by the contractor, subcontractor, or material vendor.

Signed: _____

Date : _____

Print Name: _____

Permit Number: _____



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Special Inspector's Correction Notice

Permit Number: _____

Project Name/Address: _____

Inspection Type(s)/Coverage: _____

Continuous

Periodic

Time inspections Began: _____ Time Inspection Ended: _____

List items requiring correction, correction of previously listed items, and previously listed uncorrected items:

Comments:

Signed: _____ Date: _____

Print Full Name: _____ City I.D. Number: _____

Note: This report is to remain at the job site with the Contractor for review by the City's Building Inspector.



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To: Special Inspectors

Subject: Special Inspector Report Forms

In reviewing our Special Inspector Program, the Building and Safety Division has noted that some modifications are in order concerning written reports.

A major portion of the Special Inspector's is to complete and file written inspection reports. These reports should be prepared on a daily basis and may be submitted weekly.

Special Inspector reports provide the necessary communication between the special Inspector, the design professional, contractors, owners and the Building and Safety Division. Because of the critical importance of these reports, and the lack of sufficient detail in many of the reports we have received in the past, there is a need to establish minimum levels of the report writing for all Special Inspectors.

In an effort to improve the quality and consistency of reporting, the City has developed a series of Special Inspection Report Forms (attached) that must be used on all projects within the City of Pomona. These new forms have been designed to assist the Special Inspector in documenting all the necessary information relative to the project being inspected. Alternate forms may be used only if the Building Official has granted prior approval.

If you need any additional copies please call the Building and Safety Division, preferably your Building Inspector, to obtain extra copies of Special Inspector forms. You can also make as many copies as you need from the enclosed originals.

If you have any questions regarding your duties and responsibilities as a Special Inspector, please call the Building and Safety Division at (909) 620-2371 and ask to speak with the Senior Building Inspector.

Project Name:

Permit Number :

Project Address:

City Insp Name:



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Duties and Responsibilities of the Special Inspectors

1. The Special Inspector must call into the Building and Safety Division 24 hours prior to arriving at the job location. (909) 620-2371. Waiver of this requirement is subject to the approval of the Building Official.
2. The Special Inspector shall observe the work assigned to be certain it conforms to the **City Approved Plans**. The approved plans shall be available when work is in progress. The Special Inspector shall not accept any deviation from approved plans unless the Building and Safety Division has approved the revision.
3. The Special Inspector shall furnish inspection reports on approved report forms (attached) to the Building and Safety Division, the Engineer or Architect of Record, and other designated persons in a timely manner. **All discrepancies** shall be brought to the immediate attention of the contractor for correction, then, if uncorrected to the proper design authority and to the Building and Safety Division.
4. Notify the Building and Safety Division, if any emergency arises and you are to be absent from the job while work is in progress, and then notify the person in responsible charge of work. Work requiring a Special Inspector must be stopped unless the owner has obtained an approved substitute Inspector, Licensed by this City.
5. The Special Inspector shall submit a Final Report (attached) to the Building and Safety Division, stating whether the work requiring special inspection was, to the best of their knowledge, in conformance with the approved plans and specifications and the applicable workmanship provision of this code.
6. Your presence on the job does not excuse the project from the other formal inspection made by the regular inspection force of the city. Concrete shall not be placed on any job until the City Building Inspector has granted the approval.

In clarifying the role of the Special Inspector, it is important to remember that the inspections you will perform are required in addition to the inspections performed by the City Building Inspectors. Therefore, you are not authorized to assume the role or responsibility of the City Building Inspectors, rather, you work closely and in harmony with them.

If you have any questions regarding in the performances of the duties and responsibilities,
Please contact the Building and Safety Division at (909) 620-2371

Note: Failure to comply with these policies and procedures may result in the revocation of your City of Pomona Special Inspectors License.